



TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) ELECTION FORM

FIXED EXPENSE METHOD

This option is based on the locality Per Diem rate of the new Permanent Duty Station (PDS) for a period of time not to exceed, FOR ANY REASON, 30-days. Consideration must be given to possible delays of household effects, tenants refusing to vacate employee's residence, and other situations that can occur during a change of PDS. The following chart provides a breakdown of the daily computation for this method. The daily rate is multiplied by the number of days in temporary quarters to arrive at the authorized amount. Submission of receipts is NOT required.

Authorized Travelers	Days 1 – 30
Employee	Locality rate at new official station x 0.75
Each Dependent	Locality rate at new official station x 0.25

I understand that TQSE is subject to Federal, State, and Local taxes, as well as FICA (if covered by FERS) and Medicare.

I elect the 30-day Locality Per Diem rate option. **I UNDERSTAND THAT THIS ELECTION IS IRREVOCABLE.**

Signature: _____ Date _____

Relocation Program Manager Signature: _____ Date _____